



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**National Qualification System
SAFETY OFFICER (TYPE 2)**

SAFETY OFFICER (TYPE 2)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Safety Officer and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Arrive properly equipped at designated time and location and check in according to agency/organization guidelines: <ul style="list-style-type: none"> ● Arrive with go-kit and any additional equipment ● Carry out check-in procedures and ensure assigned personnel do the same 	E, F, I		
2. Obtain complete incident and logistical information: <ul style="list-style-type: none"> ● Incident name, number, anticipated duration, size, type, responsibilities and expectations ● Reporting time and location ● Transportation arrangements and travel routes ● Contact procedures during travel (telephone/radio) ● Expected working conditions ● Personal Protective Equipment (PPE) ● Security measures ● Updated contact information and information links 	E, F, I		
3. Obtain, assemble and prepare information and materials for go-kit. The kit should contain critical items for the assignment and be easily transportable: <ul style="list-style-type: none"> ● Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ Authority Having Jurisdiction (AHJ) identification badge and qualification card ● Reference materials: <ul style="list-style-type: none"> ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ AHJ operations guides or other operational guides ○ Position manuals ● Forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function 	E, F, I		

1b. Behavior: Obtain information relevant to position assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Identify and coordinate with appropriate external health and safety services: <ul style="list-style-type: none"> ● Health department ● Environmental protection organization ● Transportation department ● Fire department ● Law enforcement agencies ● Risk management office ● Occupational safety and health program 	E, F, I		

5. Obtain and review necessary documentation: <ul style="list-style-type: none"> ● Copy of Delegation of Authority, Letter of Expectation, Letter of Agreement or Memorandum of Understanding (MOU) ● Applicable plans and reports ● Directories: phone, notification ● Written incident status summary ● Authorizations: cell phones, rental vehicles, computers 	E, F, I		
6. Receive briefing from the Incident Commander (IC) or outgoing Safety Officer: <ul style="list-style-type: none"> ● Meetings and briefings schedule ● Situational assessment ● Incident objectives ● Strategy ● Hazards to incident personnel and public ● Agencies/jurisdictions involved ● Organizational structure ● Resources summary ● Logistical needs ● Ordering procedures ● Incident priorities and status: life safety, incident stabilization, property and environment ● Timing and scheduling ● Expected products 	E, F, I		

1c. Behavior: Establish or determine organizational structure, resource and staffing needs

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Evaluate staffing needs required to manage the incident: <ul style="list-style-type: none"> ● Organize to meet incident management and control needs ● Ensure consistency with National Incident Management System (NIMS) organizational structure ● Identify training opportunities ● Ensure use of established procedures for ordering resources ● Request appropriate technical specialists to assist with special incident conditions 	E, F, I		
8. Utilize Assistant Safety Officers (ASO), as necessary: <ul style="list-style-type: none"> ● Establish appropriate organization and assign roles and responsibilities, while maintaining span of control ● Identify need for ASOs ● Order ASOs through appropriate channels ● Assign ASOs ● Supervise ASOs ● Inspect ASO kits and ensure kits contain necessary supplies and PPE to accomplish tasks ● Ensure appropriate knowledge and skills to manage potential risk 	E, F, I		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure the exchange of relevant information during briefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Brief the Operations Section Chief on activities: <ul style="list-style-type: none"> ● Assist in identifying hazardous operations activities ● As necessary, assign an ASO to exclusively support air operations safety 	E, F, I		
10. Lead staff briefings and debriefings.	E, F, I		
11. Prepare for and participate in briefings: <ul style="list-style-type: none"> ● Ensure briefings are accurate, timely and include appropriate personnel ● Brief external support organizations ● Share and evaluate information ● Identify safety hazards and mitigation strategies 	E, F, I		

3. Competency: Lead assigned personnel

Description: Influence, lead and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

3a. Behavior: Model leadership values and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Create a positive work environment: <ul style="list-style-type: none"> • Communicate leader's intent and guidance • Manage incident personnel and their activities effectively • Proactively assume responsibility for the incident and initiate action 	E, F, I		
13. Establish and maintain positive interpersonal and interagency working relationships: <ul style="list-style-type: none"> • Understand scope, roles, responsibilities, jurisdiction and authority of responding agencies 	E, F, I		
14. Exhibit principles of duty, respect and integrity as a leader.	C, E, F, I, J, T		
15. Understand and comply with NIMS/Incident Command System (ICS) concepts and principles: <ul style="list-style-type: none"> • Establish and modify an effective organization based on changing incident and resource conditions • Maintain appropriate span of control • Act as a representative of incident leadership 	E, F, I		

3b. Behavior: Communicate incident priorities and supervise personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
16. Communicate with assigned personnel: <ul style="list-style-type: none"> • Communicate priorities, objectives, strategies and any changes • Inform personnel of their assigned tasks and expectations • Clearly explain conflict resolution procedures and ensure that personnel understand • Ensure that assigned objectives and expectations for the operational period are reasonable and accurate 	E, F, I		
17. Ensure debriefings occur and participate as necessary: <ul style="list-style-type: none"> • Ensure incident situation status information is current and complete 	E, F, I		
18. Ensure that staff follows all applicable agency/jurisdiction policies, contracts, standard operating procedures and agreements: <ul style="list-style-type: none"> • Federal, state, local, tribal, territorial and regional relationships, as appropriate • Roles and responsibilities of potential responder agencies • Scope, jurisdiction and authority of potential responder agencies' contingency plans 	E, F, I		

19. Supervise and hold personnel accountable for executing assigned tasks: <ul style="list-style-type: none"> ● Identify and promptly resolve disagreements, issues and misunderstandings ● Prioritize work while considering immediate support for incident operations 	E, F, I		
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3c. Behavior: Ensure the health, safety, welfare and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
20. Demonstrate knowledge of and comply with relevant health and safety requirements: <ul style="list-style-type: none"> ● Direct and oversee incident operations to ensure compliance with health and safety considerations and guidelines ● Ensure that assigned personnel follow safety guidelines appropriately ● Spot-check operations to ensure compliance with safety considerations 	E, F, I		
21. Ensure accountability of all personnel: <ul style="list-style-type: none"> ● Coordinate with assigned personnel to conduct personnel accountability checks ● Validate accountability with supervisor 	E, F, I		
22. Ensure all personnel are aware of the health and safety aspects of their jobs and carry out their responsibilities in a safe manner based on expected incident duration, size, type, priorities, jurisdictional involvement and resources to protect (such as life, property, infrastructure and environment).	E, F, I		
23. Evaluate mental and physical fatigue of assigned personnel: <ul style="list-style-type: none"> ● Ensure adequate rest is provided to section personnel 	E, F, I		
24. Monitor incident personnel for general welfare: <ul style="list-style-type: none"> ● Ensure personnel receive appropriate amounts of food, water and rest ● Use safe work practices ● Monitor use of PPE ● Monitor for illness, injuries and fatigue ● Evaluate environmental conditions 	E, F, I		
25. Recognize potentially hazardous situations, inform assigned personnel of hazards and take precautions to mitigate risk: <ul style="list-style-type: none"> ● Adjust operations in response to hazards, weather and other relevant events 	E, F, I		
26. Report or explain the procedures for reporting unexpected occurrences, such as fire, death, injury, illness, exposure to pathogens or hazardous materials (HAZMAT), accident, political contact or property loss or damage: <ul style="list-style-type: none"> ● Ensure report contains nature of event, location, magnitude, personnel involved and initial action taken (such as helicopter picking up injured or an appropriate subsequent action) ● Ensure the protection of Personally Identifiable Information (PII) while reporting ● Obtain information from the following sources regarding special hazards, threats or unexpected occurrences: subordinates, personal observation, other incident personnel and off-incident personnel 	E, F, I		

3d. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
27. Demonstrate the ability to assess and monitor for physical access, programmatic access and effective communications access.	E, F, I, J		
28. Demonstrate the ability to identify opportunities for universal accessibility.	E, F, I, J		
29. Provide equal access, disability accommodations and access and functional needs (AFN) accommodations.	E, F, I, J		

4. Competency: Conduct operations and ensure completion of assigned tasks

Description: Identify, analyze and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

4a. Behavior: Set the incident priorities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
30. Analyze work assignments and staffing levels to ensure achievement of incident objectives.	E, F, I		
31. Attend and participate in strategy meetings as necessary: <ul style="list-style-type: none"> Assess organizational needs Identify additional resource needs Identify critical factors to ensure incident success Prioritize incident objectives 	E, F, I		
32. Disseminate priorities and expected completion timelines to staff.	E, F, I		
33. Hold staff accountable for communicated priorities and deadlines.	E, F, I		

4b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
34. Approve completed plans: <ul style="list-style-type: none"> Ensure plans are complete, accurate, realistically attainable and relevant to the incident objectives 	E, F, I		
35. Develop a risk assessment and revise as necessary: <ul style="list-style-type: none"> Identify, monitor and mitigate hazards and risks to responders and the general public Coordinate with the IC and relevant staff to take appropriate actions Include cooperating and assisting agencies 	E, F, I		
36. Participate in the planning process: <ul style="list-style-type: none"> Prepare for and participate in planning meetings Assist in the development of plans, as necessary: <ul style="list-style-type: none"> Long-range Strategic Contingency Demobilization Continuity of Operations Plan (COOP) 	E, F, I		
37. Prepare a health and safety message for each Incident Action Plan (IAP) and other relevant plans: <ul style="list-style-type: none"> Use information from staff Prepare within the time frames the Planning Section Chief designates List observed or projected risk/hazards by priority 	E, F, I		
38. Prepare incident safety analysis for each operational period: <ul style="list-style-type: none"> Identify risks or hazards with the potential to cause serious accident or injury Coordinate with the Operations Section Chief Review with the Planning Section Chief Use technical expertise to identify and mitigate hazards 	E, F, I		

39. Review and approve relevant plans: <ul style="list-style-type: none"> • Medical • Traffic • Evacuation • Severe weather 	E, F, I		
40. Review, validate and modify plans: <ul style="list-style-type: none"> • Analyze alternate strategies and explain decision • Validate or revise incident objectives • Review information covering health and safety principles, known hazards and importance of all periods • Validate incident organizational structure • Validate incident resource assignments • Review reserve resources • Evaluate immediate support needs 	E, F, I		

4c. Behavior: Coordinate with all appropriate personnel and stakeholders

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
41. Coordinate with Medical Unit to approve the medical plan.	E, F, I		
42. Establish effective relationships and coordinate with incident personnel: <ul style="list-style-type: none"> • IMT personnel • Other supporting personnel 	E, F, I		
43. Establish effective relationships with stakeholders and partners in the impacted jurisdiction(s).	E, F, I		
44. Solicit relevant health and safety concerns from incident personnel.	E, F, I		

4d. Behavior: Apply agency policy, contracts and agreements

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
45. Complete all work according to organization/agency direction, policy and incident objectives: <ul style="list-style-type: none"> • Ensure that personnel complete all documentation requirements according to organization/agency direction, policy and incident objectives 	E, F, I		
46. Demonstrate knowledge of and apply relevant legal, regulatory and fiscal constraints.	E, F, I		

4e. Behavior: Make appropriate decisions based on evaluation of gathered information, risks and incident situation and use information to produce outputs and modify approach

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

47. Evaluate special conditions, existing or predicted, that require technical expertise, including: <ul style="list-style-type: none"> ● Hazards ● Reconnaissance ● Objectives ● Access/egress ● Values to be protected ● Evacuation/sheltering potential ● Communications ● Organizational structure ● Tactical coordination ● Weather and topography ● Responder fatigue ● Logistical considerations ● Jurisdictional responsibilities ● Span of control 	E, F, I		
48. Inspect, identify, document and mitigate facilities' risks as appropriate: <ul style="list-style-type: none"> ● Conduct a general inspection of incident facilities soon after they become operational ● Conduct periodic follow-up inspections to ensure compliance with all health and safety standards ● Identify and document all unsafe conditions and report this information to appropriate incident staff ● Provide information to appropriate personnel 	E, F, I		
49. Monitor and review information on current and predicted weather conditions obtained from meteorologist.	E, F, I		

4f. Behavior: Ensure documentation is complete

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
50. Document identified risks, hazards and deficiencies: <ul style="list-style-type: none"> ● Food and potable water supplies ● Vehicle/mechanical equipment ● Driver/operator qualifications ● Air operations hazards/unsafe conditions ● Weather and environmental hazards and risks ● Site and workforce security ● Health and safety issues ● Facility safety issues 	E, F, I		
51. Ensure accident investigation reports are complete and provided to relevant incident staff and local agency/organization: <ul style="list-style-type: none"> ● Notify relevant incident staff ● Assess and determine level of accident investigation ● Include documentation of necessary follow-up actions ● Ensure reports are complete and include necessary information ● Ensure investigation does not interfere with the Safety Officer's primary duties ● Notify law enforcement or other regulatory/ investigatory agencies as appropriate ● Initiate follow-up action, as necessary ● Recommend need for corrective action based on findings ● Initiate immediate corrective action, if necessary 	E, F, I		

52. Maintain and collect personal records related to the incident: <ul style="list-style-type: none"> • Time sheets • Rental records • Accident forms • Property records <ul style="list-style-type: none"> ◦ Equipment time records • Receipts 	E, F, I		
53. Maintain and submit incident records for events, personnel, equipment, supplies and other data for incident management needs: <ul style="list-style-type: none"> • Property loss/damage reports • Agency-required incident reports • Activity log • Changes in strategy and tactics 	E, F, I		
54. Maintain file for health and safety documentation.	E, F, I		
55. Prepare narrative or special reports: <ul style="list-style-type: none"> • At request of incident leadership, prepare narrative report of incident safety concerns that includes: <ul style="list-style-type: none"> ◦ Number of injuries and accidents ◦ Description of general health and safety situation and problems encountered ◦ Description of significant incidents or unsafe situations ◦ Recommendations for corrective action • Provide information regarding responder injuries or deaths on situation reports • Disseminate health and safety information to appropriate personnel 	E, F, I		
56. Provide copies of incident safety analysis to Operations Section and Planning Section.	E, F, I		
57. Review documents for accuracy, timeliness and appropriate distribution.	E, F, I		

4g. Behavior: Follow established procedures, including health and safety procedures, relevant to given assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
58. Communicate information concerning accidents/serious injuries to the IC, ICS Public Information Officer (PIO), Liaison Officer and other relevant incident staff.	E, F, I		
59. Exercise emergency authority to alter, suspend or terminate unsafe acts: <ul style="list-style-type: none"> • Use direct intervention to correct any extremely dangerous act that personnel perform outside agency regulations, policies, standards and guidelines; follow up with offending individual's immediate supervisor • Contact the responsible supervisor for corrective action on unsafe situations • Discuss significant events with relevant incident staff 	E, F, I		
60. Monitor all operations activities and respond as necessary: <ul style="list-style-type: none"> • Review compliance with agency/organization duty limitations • Monitor to ensure personnel implement and follow safety requirements • Document all identified serious hazards, threats or unsafe conditions 	E, F, I		

61. Monitor operations for compliance with appropriate health and safety requirements.	E, F, I		
62. Recognize limits of knowledge and seek advice or help on health and safety management as appropriate.	E, F, I		
63. Reinforce and monitor corrective actions.	E, F, I		
64. Report unexpected occurrences: <ul style="list-style-type: none">● Obtain information about special hazards or threats from:<ul style="list-style-type: none">○ Subordinates○ Personal observation○ Other personnel○ Operations Section Chief	F, I		

4h. Behavior: Prepare clear, concise assessments regarding hazards, hazard behavior, weather and other relevant events

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
65. Conduct initial and ongoing assessments to gather information and determine incident health and safety needs.	F, I		
66. During public health emergencies or incidents with illness-related threats, obtain epidemiological trend details and PPE support requirements for personnel.	E, I		
67. During public health emergencies, recommend health resource protection measures, such as vaccinations, prophylaxis or non-pharmaceutical processes.	E, I		
68. Ensure appropriate personnel receive notice of emerging safety hazards.	E, F, I		
69. Ensure safety and safe operation of tools and equipment: <ul style="list-style-type: none"> ● Ensure technical specialists periodically review the condition of hand tools to determine whether they are safe for use and remove unsafe tools and power equipment ● Conduct periodic inspections to ensure vehicles are up to all mechanical and maintenance standards ● Ensure that drivers/operators have proper licenses and follow safety procedures ● Document deficiencies and coordinate the mitigation of hazards 	E, I, J		
70. Identify potentially unsafe situations: <ul style="list-style-type: none"> ● Monitor all activities to identify any potentially unsafe situations ● Take appropriate corrective actions when necessary 	E, F, I		
71. Review medical activity log for injuries and illnesses: <ul style="list-style-type: none"> ● Determine trends and make recommendations to incident organization for corrective or preventative action 	E, F, I		
72. Review the injury/illness claims requiring hospitalization or further medical treatment with the appropriate personnel on duty: <ul style="list-style-type: none"> ● Review for possible cause and corrective action 	E, F, I		

5. Competency: Prepare for demobilization/transfer

Description: Demobilize position and transfer position duties.

5a. Behavior: Transfer position duties while ensuring continuity

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
73. Complete all necessary reports and narratives following common standards before turnover: <ul style="list-style-type: none"> ● Activity log ● Shift change ● End of operational period ● Reassignment ● Deactivation/demobilization 	E, F, I		
74. Complete the process for demobilizing position responsibilities: <ul style="list-style-type: none"> ● Brief and provide complete and accurate records to relief personnel ● Discuss equipment release considerations ● Provide information to supervisor to assist with decisions on release priorities ● Coordinate with appropriate partners regarding demobilization procedures ● Brief personnel on demobilization responsibilities ● Ensure personnel demobilize in a timely and complete manner ● Emphasize safety and accountability during this phase of operations 	C, E, F, I, J, T		
75. Coordinate an efficient transfer of position duties when deactivating or demobilizing resources: <ul style="list-style-type: none"> ● Inform assigned personnel ● Notify incoming personnel when and where transition of positions will occur ● Conduct transition effectively ● Document follow-up action and submit to agency representative 	E, F, I		
76. Participate in transition or incident closeout: <ul style="list-style-type: none"> ● Conduct debriefings with agency administrator(s) as requested ● Close out incident as appropriate for the AHJ 	E, F, I		

5b. Behavior: Plan for demobilization and ensure staff follow demobilization process

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
77. Participate in the development, approval and implementation of the demobilization plan: <ul style="list-style-type: none"> ● Coordinate with appropriate partners regarding demobilization procedures ● Coordinate needs and responsibilities 	E, F, I		
78. Review demobilization plan to ensure it incorporates appropriate health and safety guidelines.	E, F, I		